

The Council held a work session on November 29th to discuss funding for the Community Center project. The Council reviewed the proposed revenue enhancements and expenditure reductions/reallocations outlined in my October memo. The following is a re-cap of the outcome of the Council's discussion.

Revenue Enhancements

- * Endorsed an increase in the certain parking violation fines. Staff will bring back information summarizing the proposed changes for the Council's review. Need to review issue concerning vehicle repairs on roadway.
- * Requested more data relative to the proposed increase in the rental housing license fee. Goal is to recover city's administrative costs but not to make a profit on the licensing fee.
- * Requested that staff develop an alternative fee structure for the proposed implementation of an application fee for hardship and capital improvement rent petitions. Rather than a flat fee, suggested that the fee take into account the number of units covered by the application. Did not support allowing the amount of any application fee to be applied to any approved rent increases.
- * Endorsed increase in the tree removal permit fee from \$25 to \$50.
- * Left unchanged the fee for residential parking permits.
- * Supported fee for notary services provided to non-residents. Staff will provide a suggested fee for this service.
- * Endorsed an increase in the fee for fingerprinting services. Staff will bring back information on the fee structure of other jurisdictions for the Council's consideration. Supported less than market rate for city residents.
- * Noted that WSSC payment for Maple Avenue will be \$58,000 rather than the \$25,000 noted in my memo. FY05 budget will be adjusted accordingly.
- * FY05 budget will be adjusted to reflect \$26,000 payment from Washington Adventist Health Services for bond administrative fee.

Expenditure Reductions/Reallocations

- * Approved freezing of vacant Procurement Officer position for the remainder of the fiscal year. Duties to be combined with those of another administrative position.
- * Endorsed proposed elimination of part-time General Government staff position. Staff will bring back information on the number of passport applications processed by city, as this is one of the duties of this position.
- * Requested additional data regarding the proposed reduction of hours for the Landlord-Tenant Affairs Office, which would entail changing position from full-time to part-time. Staff will bring back information about number and timing of customer contacts and procedures that would be implemented to ensure continuation of customer service.
- * Requested a more detailed proposal for the reallocation of \$50,000 from the City priorities budget.
- * Approved reallocation of savings for employee health insurance (\$50,000) and the operational monies for the Community Center (\$75,000) to the project's construction.
- * Left unchanged the funding for: contractual grant writing assistance, the hours of operation for the Library, new and replacement Library books, the length of the newsletter, the Day Laborer site, employee training, specialized litigation services, and the contingency accounts.

Other than the aforementioned issues cited in my October memo, the Council also requested additional information in several areas. These areas include any savings in the police department budget resulting from staff vacancies and change in organizational chart when departmental staffing increased from 38 to 41 commissioned officers. The Council also requested additional information regarding the possible transfer of dispatch duties to Montgomery County and the use of part-time County officers to supplement city staff. It was also agreed that a work session discussion will take place after January 1st to talk about usage of the Tool Library.

Barbara B. Matthews, City Manager